

## DOCUMENT RESUME

ED 311 851

IR 013 970

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TITLE Exercising AppleWorks V2.0 Data Base Print Options  
with the Apple IIgs Computer. First Edition.  
PUB DATE 89  
NOTE 70p.  
PUB TYPE Guides - Classroom Use - Materials (For Learner)  
(051)  
  
EDRS PRICE MF01/PC03 Plus Postage.  
DESCRIPTORS Computer Printers; \*Database Management Systems;  
Microcomputers  
IDENTIFIERS Apple IIgs; \*AppleWorks; \*Report Format

## ABSTRACT

This is a step-by-step guide to using the AppleWorks software on the Apple IIGS computer to print AppleWorks database files in two types of formats--labels and tables. Steps covered for printing labels include naming the report, arranging or sorting, deleting a category, inserting a category, printing the category name and entry, selecting records, selecting printer options, and printing the report. For printing tables, the steps covered include naming the report, altering category widths, arranging categories, deleting categories, inserting a previously deleted category, selecting records, selecting printer options, and printing. Sixty-four sample screen displays illustrate the steps and examples of the printed reports are included. (MES)

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EXERCISING APPLEWORKS V2.0  
DATA BASE  
PRINT OPTIONS  
WITH THE APPLE II GS COMPUTER  
FIRST EDITION

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## INTRODUCTION

"Exercising AppleWorks V2.0 Data Base Print Options With The Apple IIGS Computer" was developed for use as a "how to" training device. It can be used easily with Apple IIGS computers which have a two disk drives. In addition, it can be used with Apple IIGS computers having only a single disk drive as long as the user religiously follows the directions printed on the screen. Its development was accomplished using two disk drives; one 5 1/4" drive and one 3 1/2" drive. Version (V) 2.0 of the AppleWorks program also was used during its development. The pictures one sees in the Figures provided below are those that will be seen when V2.0 of the AppleWorks program is used for the printing process. Generally, other versions of the AppleWorks program, as well as the smaller disk drives presently available on the market, may be used in conjunction with the document. There, however, may be some slight differences in both the pictures one sees on the monitor screen and the procedures to be followed. If the document is to be used as it was intended at the time of development, users must have the following items available to them:

1. Apple IIGS computer.
2. Two disk drives.
3. A copy of the AppleWorks computer program V2.0.
4. One data disk on which there is a data base file stored.

The following skills must be mastered by users before the document can be used as it was intended. Users must be able to:

1. Turn on the Apple computer.
2. Bootup the AppleWorks program.
3. Load the data base file to be printed from the data storage disk into the computer memory. This action should put the data base file on the computer monitor screen.
4. Exercise the initial data base print option using the OPEN-APPLE-P keys procedures. The data base file used in this document is a portion of a library file used regularly by the author.

After using this document, Apple IIGS computer operators should be able to exercise the various data base print options using V2.0 of the AppleWorks program. Additional guidance in this regard may be found in the AppleWorks program manual which accompanies the purchase of the program. Manuals are also available from many bookstores.

Mistakes found in this document are mine.

RMS

## DIRECTIONS

01. In The Beginning. There are two types of formats that can be used when printing AppleWorks data base files: labels, and; tables. The print options are somewhat different for each format. The labels format is discussed first. If you wish to print your file in a tables format and are interested in the print options for that format, proceed directly to Step 03. Bring the file to be printed to the Desktop. Your monitor screen will appear similar to the example shown in Figure 1.

File: DOC.LIBRARY.006

REVIEW/ADD/CHANGE

Escape: Main Menu

Selection: All records

| DOC. N | DOC. T | KEY WORD | SUBJECT | TITLE | AUTHOR | DATE | DISK NO | DOC. FORM | DOC. RCVR/US |
|--------|--------|----------|---------|-------|--------|------|---------|-----------|--------------|
| 00725  | WP     | Training | Compute | Print | Schlen | 89MA | 000098  | Letter    | ERIC         |
| 00726  | WP     | Chemistr | Activit | Testi | Schlen | 89MA | 000098  | Article   | Journal of C |
| 00727  | WP     | Inservic | Teacher | Summe | Schlen | 89MA | 000008  | Memo      | Middle, High |
| 00728  | WP     | Inservic | Summer  | Comme | Schlen | 89MA | 000008  | Letter    | Joan A. Mill |
| 00729  | WP     | Curricul | Courses | Respo | Schlen | 89MA | 000008  | Memo      | Principle, Z |
| 00730  | WP     | Writing  | Researc | Repor | Schlen | 89MA | 000098  | Article   | PSTA, for is |
| 00731  | WP     | Inservic | Compute | Minic | Schlen | 89MA | 000098  | Paragraph | School princ |
| 00732  | WP     | Inservic | Worksho | Starl | Schlen | 89MA | 000098  | Memo      | Principal, E |
| 00733  | WP     | Inservic | Worksho | Starl | Schlen | 89MA | 000098  | Memo      | Principal, M |
| 00734  | WP     | Inservic | Worksho | Starl | Schlen | 89MA | 000098  | Memo      | Principal, M |
| 00735  | WP     | Inservic | Worksho | Starl | Schlen | 89MA | 000098  | Memo      | Principal, B |
| 00736  | WP     | Inservic | Worksho | Starl | Schlen | 89MA | 000098  | Memo      | Principal, K |
| 00737  | WP     | Inservic | Worksho | Starl | Schlen | 89MA | 000098  | Memo      | Principal, S |
| 00738  | WP     | Inservic | Worksho | Starl | Schlen | 89MA | 000098  | Memo      | Principal, A |
| 00739  | WP     | Inservic | Worksho | Starl | Schlen | 89MA | 000098  | Memo      | Principal, Z |

Type entry or use @ commands

@-? for Help

Figure 1. The Monitor Screen Showing A Data Base File.

02. Labels Format. Exercise the data base print option as follows:

- a. Press the OPEN-APPLE and the "P" keys at the same time.
- b. Select the option #3, "Create a new "Labels" format," from the "Report Format" menu by highlighting it and pressing the RETURN key once. Following the procedure, the monitor screen should appear similar to the example shown in Figure 2.

---

File: DOC.LIBRARY.006  
Report: None

NAME THE NEW REPORT

Escape: Report Menu

=====

-----  
Type a name for the report:

484K Avail.

---

Figure 2. Monitor Screen With The Labels Option Selected.

c. Report Naming.

- (1) Type the report name. Your screen now appears similar to Figure 3.

---

File: DOC.LIBRARY.006  
Report: None

NAME THE NEW REPORT

Escape: Erase entry

=====

-----  
Type a name for the report: LABELS

484K Avail.

---

Figure 3. Labels Format After The Report Has Been Named.

- (2) Press the RETURN key once and then examine Figure 4.

File: DOC.LIBRARY.006  
Report: LABELS  
Selection: All records

REPORT FORMAT

Escape: Report Menu

=====

DOC. NO:  
DOC. TYPE:  
KEY WORD:  
SUBJECT:  
TITLE:  
AUTHOR:  
DATE:  
DISK NO:  
DOC. FORM:  
DOC. RCVR/USER:

-----Each record will print 10 lines-----

-----

Use options shown on Help Screen

@-? for Help

---

Figure 4. The Monitor Screen After Entering The Report Name

- d. Selecting Print Options. There are two types of options which can be used here. First, we'll examine alteration in the fields or categories you see on the screen in Figure 4.

(1) Category alteration.

(a) Arrangement.

- i. Press the OPEN-APPLE and the "A" keys at the same time. The monitor screen changes to appear like that seen in Figure 5. Note at the top of the screen that the way file will be arranged is indicated there. In this case, the verbiage indicates that the file will be arranged on the DOC.NO. category. It will subsequently be printed according to that arrangement.

File: DOC.LIBRARY.006  
Report: LABELS  
Selection: All records

ARRANGE (SORT)

Escape: Report Format

=====

This file will be arranged on  
this category: DOC. NO:

Arrangement order:

1. From A to Z
2. From Z to A
3. From 0 to 9
4. From 9 to 0

-----

Type number, or use arrows, then press Return

483K Avail.

Figure 5. The Screen After Selecting The Arrange Function.

- ii. Press the DOWN-ARROW key 4 times to highlight the "9 to 0" option.
- iii. Press the RETURN key once (see Figure 6).

File: DOC.LIBRARY.006  
Report: LABELS  
Selection: All records

REPORT FORMAT

Escape: Report Menu

=====

DOC. NO:  
DOC. TYPE:  
KEY WORD:  
SUBJECT:  
TITLE:  
AUTHOR:  
DATE:  
DISK NO:  
DOC. FORM:  
DOC. RCVR/USER:

-----Each record will print 10 lines-----

-----

Use options shown on Help Screen

@-? for Help

Figure 6. The Screen After Completing The Arrangement Function.

- iv. Press the OPEN-APPLE and the "2" keys at the same time. The screen will appear similar to the picture seen in Figure 7, indicating that the file has been rearranged such that the first file to be printed will be the one shown on the screen.

File: DOC.LIBRARY.006  
Report: LABELS  
Selection: All records

REPORT FORMAT

Escape: Report Menu

```
=====
00783
WP
Training
Computers
Printing AppleWorks Data Base Files With The Apple IIGS Computer Using
Schlenker AppleWorks V2.0 First Edition
89MAY24
000113(APPLEWORKS) side 2
Letter
ERIC
-----Each record will print 10 lines-----
-----
Use options shown on Help Screen                                @-? for Help
```

Figure 7. The Screen After Rearrangement And Exercise Of The  
OPEN-APPLE-Z Function.

- v. The file can be arranged also while it appears as it presently does on the screen. Press the DOWN-ARROW key several times to place the cursor under the first letter in the "AUTHOR" category.
- vi. Press the OPEN-APPLE and the "A" keys at the same time. The screen changes to appear similar to the monitor screen shown in Figure 8. Note at the top of the screen that the user is told the category will be arranged on the "Author" category.

File: DDC.LIBRARY.006  
Report: LABELS  
Selection: All records

ARRANGE (SORT)

Escape: Report Format

=====

This file will be arranged on  
this category: AUTHOR:

Arrangement order:

1. From A to Z
2. From Z to A
3. From 0 to 9
4. From 9 to 0

-----

Type number, or use arrows, then press Return

483K Avail.

-----

Figure 8. The Screen Showing The Arrange Function.

- vii. Make sure the "A to Z" option is highlighted and then press the RETURN key once. Note the way the screen now appears. It shows the first record of the file that will be printed (see Figure 9).

File: DOC.LIBRARY.006  
Report: LABELS  
Selection: All records

REPORT FORMAT

Escape: Report Menu

=====

00744  
WP  
Inservice  
Workshop  
Starlab Planetarium dates for SY89-90  
Osner/Schlenker  
89MAY17  
000098(AppleWorks) side 2  
Memo  
Principal, Yokota High

-----Each record will print 10 lines-----

-----

Use options shown on Help Screen

@-? for Help

-----

Figure 9. The Screen After Exercising The Arrange "A to Z" Option.

viii. Press the OPEN-APPLE and the "Z" keys at the same time to return to the labels format (see Figure 10).

File: DOC.LIBRARY.006  
Report: LABELS  
Selection: All records

REPORT FORMAT

Escape: Report Menu

=====

DOC. NO:  
DOC. TYPE:  
KEY WORD:  
SUBJECT:  
TITLE:  
AUTHOR:  
DATE:  
DISK NO:  
DOC. FORM:  
DOC. RCVR/USER:

-----Each record will print 10 lines-----

-----

Use options shown on Help Screen

@-? for Help

Figure 10. Screen After Return To The Labels Format.

(b) Delete.

- i. Press the DOWN-ARROW several times until the cursor is under the first letter in the DISK NO. category.
- ii. Press the OPEN-APPLE and the "D" key at the same time. This action deletes the DISK NO. and leaves a blank space where the category was (see Figure 11). When the file is printed, a blank space appears where the field was removed. The category, however, has not been lost from the computer memory and can be reinserted if a mistake has been made. If you want to see the way a file record will look when it is printed, press the OPEN-APPLE and the "Z" keys at the same time.

---

File: DOC.LIBRARY.006  
Report: LABELS  
Selection: All records

REPORT FORMAT

Escape: Report Menu

=====

DOC. NO:  
DOC. TYPE:  
KEY WORD:  
SUBJECT:  
TITLE:  
AUTHOR:  
DATE:

DOC. FORM:  
DOC. RCVR/USER:

-----Each record will print 10 lines-----

-----

Use options shown on Help Screen

@-? for Help

---

Figure 11. The Monitor Screen After Deleting The Disk No. Field.

(c) Insert.

1. Press the OPEN-APPLE and the "I" keys at the same time. The "Insert" menu appears on the screen (see Figure 12).

---

File: DOC.LIBRARY.006  
Report: LABELS  
Selection: All records

INSERT A CATEGORY

Escape: Report Format

- =====
1. DISK NO:
  2. A spacing line above cursor position
  3. A spacing line below cursor position

-----

Type number, or use arrows, then press Return

483K Avail.

---

Figure 12. The Insert Menu.

111. Make sure the words, DISK NO. are highlighted and press the return key once. Following this action, the monitor screen will look like the picture shown in Figure 13. This means all categories will be printed when the file is finally printed.

---

File: DOC.LIBRARY.DDS  
Report: LABELS  
Selection: All records

REPORT FORMAT

Escape: Report Menu

=====

DOC. NO:  
DOC. TYPE:  
KEY WORD:  
SUBJECT:  
TITLE:  
AUTHOR:  
DATE:  
DISK NO:  
DOC. FORM:  
DOC. RCVR/USER:

-----Each record will print 10 lines-----

-----

Use options shown on Help Screen

@-? for Help

---

Figure 13. The Monitor After Reinserting The DISK NO. Category.

- iv. Position the cursor under the AUTHOR category and press the OPEN-APPLE and the "I" at the same time (see Figure 14).

---

File: DOC.LIBRARY.006  
Report: LABELS  
Selection: All records

INSERT A CATEGORY

Escape: Report Format

- =====
1. A spacing line above cursor position
  2. A spacing line below cursor position

-----

Type number, or use arrows, then press Return

483K Avail.

---

Figure 14. The Insert Menu.

- v. Compare Figure 14 with Figure 12. Now, highlight the, "insert a space below, option," press the RETURN key once and look at Figure 15. Notice that a space has been inserted below the AUTHOR category. When the file is printed, each record will have a space below the AUTHOR category.

---

File: DOC.LIBRARY.006  
Report: LABELS  
Selection: All records

REPORT FORMAT

Escape: Report Menu

=====

DOC. NO:  
DOC. TYPE:  
KEY WORD:  
SUBJECT:  
TITLE:  
AUTHOR:

DATE:  
DISK NO:  
DOC. FORM:  
DOC. RCVR/USER:

-----Each record will print 11 lines-----

-----

Use options shown on Help Screen

@-? for Help

---

Figure 15. The Screen With A Space Inserted Following The AUTHOR Category.

- vi. Move the cursor down one space with the DOWN-ARROW key. Then press the OPEN-APPLE and the "D" keys at the same time. The space is deleted and the monitor screen appears like the picture shown in Figure 16.

File: DOC.LIBRARY.006  
Report: LABELS  
Selection: All records

REPORT FORMAT

Escape: Report Menu

=====

DOC. NO:  
DOC. TYPE:  
KEY WORD:  
SUBJECT:  
TITLE:  
AUTHOR:  
DATE:  
DISK NO:  
DOC. FORM:  
DOC. RCVR/USER:

-----Each record will print 10 lines-----

-----

Use options shown on Help Screen

@-? for Help

Figure 16. The Monitor After Removing The Previously Inserted Space.

(c) Print category name and entry.

1. Press the OPEN-APPLE and the "V" keys at the same time. The screen now appears similar to the example shown in Figure 17, with the category entry printed following the category name. This means that when the file is finally printed, the category name will be printed before each entry in this category. You may see the way the actual print will appear by pressing the OPEN-APPLE and the "Z" at the same time.

File: DOC.LIBRARY.006  
Report: LABELS  
Selection: All records

REPORT FORMAT

Escape: Report Menu

=====

DOC. NO:  
DOC. TYPE:  
KEY WORD:  
SUBJECT:  
TITLE:  
AUTHOR:  
DATE:: 89MAY17  
DISK NO:  
DOC. FORM:  
DOC. RCVR/USER:

-----Each record will print 10 lines-----

-----

Use options shown on Help Screen

Q-? for Help

Figure 17. The File After Inserting The First Category Name.

11. To insert the category names so they will be printed before additional categories, repeat the OPEN-APPLE-V process with the cursor below the first letter of the category where you want the name printed.
- (d) Record selection rules.
1. Press the OPEN-APPLE and the "R" keys at the same time. The screen appears similar to the one shown in Figure 18. This operation will select the rules by which the record will be selected for printing in the final report. If this option is not used, then, all of the records in the file will be printed in the final report.

File: DOC.LIBRARY.006  
Report: LABELS  
Selection:

SELECT RECORDS

Escape: Report Format

- 
1. DOC. NO:
  2. DOC. TYPE:
  3. KEY WORD:
  4. SUBJECT:
  5. TITLE:
  6. AUTHOR:
  7. DATE:
  8. DISK NO:
  9. DOC. FORM:
  10. DOC. RCVR/USER:

---

Type number, or use arrows, then press Return

483K Avail.

---

Figure 18. Records Selection Rules Option Selected.

- ii. Use the DOWN-ARROW key to highlight the AUTHOR category.
- iii. Press the RETURN key once. The screen appears similar to the one shown in Figure 19. Note that AUTHOR or whatever category you have chosen appears at the top of the screen.

File: DOC.LIBRARY.006  
Report: LABELS  
Selection: AUTHOR:

SELECT RECORDS

Escape: Report Format

- 
1. equals
  2. is greater than
  3. is less than
  4. is not equal to
  5. is blank
  6. is not blank
  7. contains
  8. begins with
  9. ends with
  10. does not contain
  11. does not begin with
  12. does not end with

---

Type number, or use arrows, then press Return

483K Avail.

---

Figure 19. The Monitor Screen After Selecting A Selection Rule Category.

- iv. Make sure that "equals" is highlighted and press the RETURN key once (any selection category could have been selected here by using the DOWN-ARROW key to highlight it and then pressing the RETURN key). The monitor screen changes to appear similar to that seen in Figure 20. Note that the word "equals" appears at the top of the screen.

---

File: DOC.LIBRARY.006  
Report: LABELS  
Selection: AUTHOR: equals

SELECT RECORDS

Escape: Report Format

=====

-----  
Type comparison information:

483K Avail.

---

Figure 20. The Screen With "equals" Selected.

- v. Type the comparison information in the space provided at the bottom of the monitor screen. Figure 21 shows an example of that type of information typed.

---

File: DOC.LIBRARY.DOG  
Report: LABELS  
Selection: AUTHOR: equals

SELECT RECORDS

Escape: Erase entry

=====

-----  
Type comparison information: JONES

483K Avail.

---

Figure 21. Monitor Screen With Comparison Information Typed.

- vi. Press the RETURN key once (see Figure 22) to enter the comparison information. Notice that the complete selection rule now is printed at the top of the screen. This indicates that the computer will use this as a criterion for selection of the records within the file to be printed.

---

File: DDC.LIBRARY.006

SELECT RECORDS

Escape: Report Format

Report: LABELS

Selection: AUTHOR: equals JONES

- =====
1. and
  2. or
  3. through

-----

Type number, or use arrows, then press Return

483K Avail.

---

Figure 22. The Monitor Screen After The Comparison Information Has  
Been Entered.

- vii. At this point, we can add a second selection rule or exit the rule selection option. Press the ESC key once. The screen appears similar to the picture in Figure in Figure 23, and only one rule will be used in the final selection of records to be printed.

---

File: DOC.LIBRARY.006

REPORT FORMAT

Escape: Report Menu

Report: LABELS

Selection: AUTHOR: equals OSNER/SCHLENKER

=====

DOC. NO:  
DOC. TYPE:  
KEY WORD:  
SUBJECT:  
TITLE:  
AUTHOR:  
DATE:: 89MAY17  
DISK NO:  
DOC. FORM:  
DOC. RCVR/USER:

-----Each record will print 10 lines-----

-----

Use options shown on Help Screen

@-? for Help

---

Figure 23. The Monitor Screen After Drafting One Selection Rule And Exiting The Selection Rule Process.

- viii. To reenter the selection rule process, press the OPEN-APPLE and the "R" keys at the same time. The monitor screen will appear identical to the shown in Figure 24.

---

File: DOC.LIBRARY.006

SELECT RECORDS

Escape: Report Format

Report: LABELS

Selection: AUTHOR: equals OSNER/SCHLENKER

=====

-----  
Select all records? No Yes

---

Figure 24. Reentering The Rule Selection Process.

- ix. Select the NO option by pressing the RETURN key once. The screen changes to look like that seen in Figure 25. Note that the original selection rule that was printed at the top of the screen has disappeared. If you want to use this rule, you will have type it over again (it has been done and shown in Figure 26).

---

File: DOC.LIBRARY.D06  
Report: LABELS  
Selection:

SELECT RECORDS

Escape: Report Format

- =====
1. DOC. NO:
  2. DOC. TYPE:
  3. KEY WORD:
  4. SUBJECT:
  5. TITLE:
  6. AUTHOR:
  7. DATE:
  8. DISK NO:
  9. DOC. FORM:
  10. DOC. RCVR/USER:

-----  
Type number, or use arrows, then press Return

483K Avail.

---

Figure 25. The Rule Selection Process Reentered.

---

File: DOC.LIBRARY.006

SELECT RECORDS

Escape: Report Format

Report: LABELS

Selection: AUTHOR: equals OSNER/SCHLENKER

- =====
1. and
  2. or
  3. through

-----

Type number, or use arrows, then press Return

483K Avail.

---

Figure 26. The Original Selection Reentered.

- x. Enter a second selection rule. The process is the same as it was to enter the first one. Figure 27 is an example of the screen after the second selection rule has been entered. Again, you exit the rule selection process at this point by pressing the ESC key once. In that case two rules will be used to select records for inclusion when the report is printed.

---

File: DOC.LIBRARY.006

SELECT RECORDS

Escape: Report Format

Report: LABELS

Selection: AUTHOR: equals OSNER/SCHLENKER  
and DOC. TYPE: equals DB

- =====
1. and
  2. through

-----

Type number, or use arrows, then press Return

483K Avail.

---

Figure 27. Two Selection Rules Entered.

- xi. To use three selection rules, you simple follow the process through three times. Figure 28 shows the monitor screen after providing the computer with three rules.

---

File: DOC.LIBRARY.006                      REPORT FORMAT                      Escape: Report Menu  
Report: LABELS  
Selection: AUTHOR: equals SCHLENKER  
          and        DOC. TYPE: equals WP  
          and        KEY WORD: contains TRAINING

=====

DOC. NO:  
DOC. TYPE:  
KEY WORD:  
SUBJECT:  
TITLE:  
AUTHOR:  
DATE:: 89MAY15  
DISK NO:  
DOC. FORM:  
DOC. RCVR/USER:

-----Each record will print 10 lines-----

-----

Use options shown on Help Screen

Q-? for Help

---

Figure 28. The Monitor Screen Showing Three Record Selection Rules Entered.

- (2) Selecting printer options. Press the OPEN-APPLE and the "P" keys at the same time. The monitor screen now shows the "PRINT THE REPORT" menu (see Figure 29).

---

File: DOC.LIBRARY.006

PRINT THE REPORT

Escape: Report Format

Report: LABELS

Selection: AUTHOR: equals SCHLENKER

and DOC. TYPE: equals WP

and KEY WORD: contains TRAINING

=====

Where do you want to print the report?

1. ImageWriter
2. EPSON
3. The screen
4. The clipboard (for the Word Processor)
5. A text (ASCII) file on disk
6. A DIF (TM) file on disk

-----

Type number, or use arrows, then press Return

483K Avail.

---

Figure 29. The "Print The Report" Menu.

(a) "The Screen" option.

- i. Press the DOWN-ARROW key to highlight "The Screen" option.
- ii. Press the RETURN key once. The monitor screen now looks as does the example in Figure 30.

---

File: DOC:LIBRARY.006

PRINT THE REPORT

Escape: Report Format

Report: LABELS

Selection: AUTHOR: equals SCHLENKER

and DOC. TYPE: equals WP

and KEY WORD: equals TRAINING

=====

While the printer is running  
you can use these keys:

Escape           to stop printing and  
                  return to report format

Space Bar       to pause  
                  to continue printing

-----  
Type report date or press Return:

480K Avail.

---

Figure 30. The Monitor Screen Showing The First Step In "The Screen"  
Option.

iii. Type the report date (see Figure 31).

---

File: DOC.LIBRARY.006

PRINT THE REPORT

Escape: Report Format

Report: LABELS

Selection: AUTHOR: equals SCHLENKER

and DOC. TYPE: equals WP

and KEY WORD: contains TRAINING

=====

While the printer is running  
you can use these keys:

Escape           to stop printing and  
                  return to report format

Space Bar       to pause  
                  to continue printing

-----  
Type report date or press Return: 89MAY24

483K Avail.

---

Figure 31. Report Date Typed.

- iv. Press the RETURN key once. The screen now shows the report on the screen exactly as the printer will print it. This option allows you to look at your report without having to print it, thereby saving paper (see Figure 32).

---

File: DDC.LIBRARY.006  
Report: LABELS  
Selection: AUTHOR: equals SCHLENKER  
and DOC. TYPE: equals WP  
and KEY WORD: contains TRAINING

Page 1  
89MAY24

00725  
WP  
Training  
Computers  
Printing data base files  
Schlenker  
DATE:: 89MAY15  
000098(AppleWorks) side 2  
Letter  
ERIC

Press Space Bar to continue

483K Avail.

---

Figure 32. Example Of A Report Printed To The Screen.

- v. Suppose you want to make a change in what you see! Let's say you want eliminate the report header. Press the SPACE-BAR once. The program takes you back to the position in which you were prior to exercising the OPEN-APPLE-P option (see Figure 33).

---

File: DOC.LIBRARY.006

REPORT FORMAT

Escape: Report Menu

Report: LABELS

Selection: AUTHOR: equals SCHLENKER

and DOC. TYPE: equals WP

and KEY WORD: contains TRAINING

=====

DOC. NO:

DOC. TYPE:

KEY WORD:

SUBJECT:

TITLE:

AUTHOR:

DATE:: 89MAY15

DISK NO:

DOC. FORM:

DOC. RCVR/USER:

-----Each record will print 10 lines-----

-----

Use options shown on Help Screen

@-? for Help

---

Figure 33. The Monitor Screen After Exiting The Print To The Screen Option.

- vi. Press the OPEN-APPLE and the "O" (Print Options) keys at the same time. The program now shifts to print options as shown in Figure 34.

File: DOC.LIBRARY.006  
Report: LABELS

PRINTER OPTIONS

Escape: Report Format

-----Left and right margins-----

PW: Platen Width 8.0 inches  
LM: Left Margin 0.0 inches  
RM: Right Margin 0.0 inches  
CI: Chars per Inch 10

-----Top and bottom margins-----

PL: Paper Length 11.0 inches  
TM: Top Margin 0.0 inches  
BM: Bottom Margin 0.0 inches  
LI: Lines per Inch 6

Line width 8.0 inches  
Char per line (est) 80

Printing length 11.0 inches  
Lines per page 66

-----Formatting options-----

SC: Send Special Codes to printer No  
PD: Print a Dash when an entry is blank No  
PH: Print report Header at top of each page Yes  
OL: Omit Line when all entries on line are blank Yes  
KS: Keep number of lines the Same within each record Yes

-----  
Type a two letter option code

483K Avail.

Figure 34. Print Options Menu.

vii. Type PH (see Figure 35).

File: DOC.LIBRARY.006  
Report: LABELS

PRINTER OPTIONS

Escape: Erase entry

-----Left and right margins-----

PW: Platen Width 8.0 inches  
LM: Left Margin 0.0 inches  
RM: Right Margin 0.0 inches  
CI: Chars per Inch 10

-----Top and bottom margins-----

PL: Paper Length 11.0 inches  
TM: Top Margin 0.0 inches  
BM: Bottom Margin 0.0 inches  
LI: Lines per Inch 6

Line width 8.0 inches  
Char per line (est) 80

Printing length 11.0 inches  
Lines per page 66

-----Formatting options-----

SC: Send Special Codes to printer No  
PD: Print a Dash when an entry is blank No  
PH: Print report Header at top of each page Yes  
OL: Omit Line when all entries on line are blank Yes  
KS: Keep number of lines the Same within each record Yes

-----  
Type a two letter option code PH

483K Avail.

Figure 35. PH Section of The Print Options Typed.

- ix. Press the RETURN key once. Compare the screen now with the monitor screen shown in Figure 34. Notice that the wording changed from "Yes" to "No" following the "PH" category (see Figure 36).

File: DDC.LIBRARY.006  
Report: LABELS

PRINTER OPTIONS

Escape: Report Format

-----Left and right margins-----

PW: Platen Width 8.0 inches  
LM: Left Margin 0.0 inches  
RM: Right Margin 0.0 inches  
CI: Chars per Inch 10

Line width 8.0 inches  
Char per line (est) 80

-----Top and bottom margins-----

PL: Paper Length 11.0 inches  
TM: Top Margin 0.0 inches  
BM: Bottom Margin 0.0 inches  
LI: Lines per Inch 6

Printing length 11.0 inches  
Lines per page 66

-----Formatting options-----

SC: Send Special Codes to printer No  
PD: Print a Dash when an entry is blank No  
PH: Print report Header at top of each page No  
OL: Omit Line when all entries on line are blank Yes  
KS: Keep number of lines the Same within each record Yes

-----  
Type a two letter option code

483K Avail.

Figure 36. The Change In PH Category.

- x. Press the ESC key once. The program returns you to the pre-print option location (Figure 37).

---

File: DOC.LIBRARY.006

REPORT FORMAT

Escape: Report Menu

Report: LABELS

Selection: AUTHOR: equals SCHLENKER

and DOC. TYPE: equals WP

and KEY WORD: contains TRAINING

=====

DOC. NO:

DOC. TYPE:

KEY WORD:

SUBJECT:

TITLE:

AUTHOR:

DATE:: 89MAY15

DISK NO:

DOC. FORM:

DOC. RCVR/USER:

-----Each record will print 10 lines-----

-----

Use options shown on Help Screen

Q-? for Help

---

Figure 37. Pre-Print Option Location.

- xi. Press the OPEN-APPLE and the "P" keys at the same time to reenter the PRINT THE REPORT option (see Figure 38).

---

File: DOC.LIBRARY.006

PRINT THE REPORT

Escape: Report Format

Report: LABELS

Selection: AUTHOR: equals SCHLENKER

and DOC. TYPE: equals WP

and KEY WORD: contains TRAINING

=====

Where do you want to print the report?

1. ImageWriter
2. EPSON
3. The screen
4. The clipboard (for the Word Processor)
5. A text (ASCII) file on disk
6. A DIF (TM) file on disk

-----

Type number, or use arrows, then press Return

483K Avail.

---

Figure 38. The PRINT THE REPORT Option Reentered.

- xii. Highlight "The Screen" and press the RETURN key once. The screen now shows the report printed to the screen as it will look on paper with the PH change incorporated (see Figure 39).

---

00725  
WP  
Training  
Computers  
Printing data base files  
Schlenker  
DATE:: 89MAY15  
000098(AppleWorks) side 2  
Letter  
ERIC

Press Space Bar to continue

483K Avail.

---

Figure 39. The Modified Report.

- xiv. Press the SPACE-BAR once to return to the  
pre-print option phase (see Figure 40).

---

File: DOC.LIBRARY.006

REPORT FORMAT

Escape: Report Menu

Report: LABELS

Selection: AUTHOR: equals SCHLENKER

and DOC. TYPE: equals WP

and KEY WORD: contains TRAINING

=====

DOC. NO:

DOC. TYPE:

KEY WORD:

SUBJECT:

TITLE:

AUTHOR:

DATE:: 89MAY15

DISK NO:

DOC. FORM:

DOC. RCVR/USER:

-----Each record will print 10 lines-----

-----

Use options shown on Help Screen

@-? for Help

---

Figure 40. The Monitor Showing The Pre-Print Option Phase.

- xv. Press the OPEN-APPLE and the "P" keys at the same time. You have returned to the PRINT THE REPORT menu (see Figure 41).

---

File: DOC.LIBRARY.006

PRINT THE REPORT

Escape: Report Format

Report: LABELS

Selection: AUTHOR: equals SCHLENKER

and DOC. TYPE: equals WP

and KEY WORD: contains TRAINING

=====

Where do you want to print the report?

1. ImageWriter
2. EPSON
3. The screen
4. The clipboard (for the Word Processor)
5. A text (ASCII) file on disk
6. A DIF (TM) file on disk

-----

Type number, or use arrows, then press Return

483K Avail.

---

Figure 41. The PRINT THE REPORT menu.

- xvi. If you highlight the "The clipboard (for the Word Processor)" and press the RETURN key once, your screen will appear like the example in Figure 42. This route must be taken if want to move your data base file into a word processing file. You might do this if you needed to use the information from the data base file in a written report.

---

File: DOC.LIBRARY.006

PRINT THE REPORT

Escape: Report Format

Report: LABELS

Selection: AUTHOR: equals SCHLENKER

and DOC. TYPE: equals WP

and KEY WORD: contains TRAINING

---

The report is now on the clipboard,  
and can be moved or copied into Word  
Processor documents.

---

Press Space Bar to continue

483K Avail.

---

Figure 42. The Monitor Screen After Printing The Data Base File To  
The Clipboard.

xvii. If you highlight the "A text (ASCII) file on disk" option and press the RETURN key once, the result will be the same as is seen in Figure 43. Note in the lower left corner of the screen that the program requires you to provide "pathname" information before you can proceed. Consult your AppleWorks users manual for a discussion of "pathnames." Should you exercise this option and then want to return to the PRINT THE REPORT menu, press the ESC key once.

---

File: DOC.LIBRARY.006

PRINT THE REPORT

Escape: Report Format

Report: LABELS

Selection: AUTHOR: equals SCHLENKER

and DOC. TYPE: equals WP

and KEY WORD: equals TRAINING

=====

While the disk is running  
you can use these keys:

Escape           to stop printing and  
                  return to report format

Space Bar       to pause  
                  to continue printing

-----  
Pathname?

475K Avail.

---

Figure 43. The Monitor Screen Showing The Results Of Selecting The  
ASCII Print Option.

xviii. If you highlight the "A DIF (TM) file on  
disk" option and press the RETURN key once  
you'll obtain the results seen on the screen  
in Figure 44. If you exercise this option  
and then want to return to the PRINT THE  
REPORT menu, press the ESC key once.

---

File: DOC.LIBRARY.006

PRINT THE REPORT

Escape: Report Format

Report: LABELS

Selection: AUTHOR: equals SCHLENKER

and DOC. TYPE: equals WP

and KEY WORD: contains TRAINING

=====

While the disk is running  
you can use these keys:

Escape           to stop printing and  
                  return to report format

Space Bar       to pause  
                  to continue printing

-----  
Pathname?

483K Avail.

---

Figure 44. The Results Of Selecting The DIF Option.

- xix. Highlight the name of the type of printer you are using with the ARROW keys.
- xx. Press the RETURN key once and follow the directions printed on the screen to print your report. The result will be similar the example shown in Figure 45.

---

File: DOC.LIBRARY.006  
Report: LABELS  
Selection: AUTHOR: equals SCHLENKER  
and DOC. TYPE: equals WP  
and KEY WORD: equals TRAINING

Page 1  
89MAY24

00725  
WP  
Training  
Computers  
Printing data base files  
Schlenker  
89MAY15  
000098(AppleWorks) side 2  
Letter  
ERIC

---

Figure 45. An Example Report Printed In The Labels Format.

03. Tables Format. Exercise the data base print option as follows:
- Press the OPEN-APPLE and the "P" keys at the same time.
  - Select option #2, "Create a new "Tables" format," from the "Report Format" menu by highlighting it.
  - Press the RETURN key once. Following the procedure, the monitor screen should appear similar to the example shown in Figure 46.

---

File: DOC.LIBRARY.006  
Report: LABELS

NAME THE NEW REPORT

Escape: Report Menu

=====

---

Type a name for the report:

480K Avail.

---

Figure 46. Tables Format Selected.

d. Report Naming.

- (1) Type the report name. Your screen now appears similar to Figure 47.

---

File: DOC.LIBRARY.006  
Report: LABELS

NAME THE NEW REPORT

Escape: Erase entry

=====

-----

Type a name for the report: ACIDS.BASES

480K Avail.

---

Figure 47. Tables Format After The Report Has Been Named.

(2) Press the RETURN key once and then examine Figure 48.

File: DB00695.005  
Report: ACIDS.BASES  
Selection: All records

REPORT FORMAT

Escape: Report Menu

```
=====
--> or <-- Move cursor          @-J Right justify this category
> @ < Switch category positions @-K Define a calculated category
--> @ <-- Change column width   @-N Change report name and/or title
@-A Arrange (sort) on this category @-O Printer options
@-D Delete this category          @-P Print the report
@-G Add/remove group totals       @-R Change record selection rules
@-I Insert a prev. deleted category @-T Add/remove category totals
=====
```

```
=====
TEAM NO      CHEMICAL NO  CHEMICAL NAM  COLOR AFTER  BASIC        ACIDIC        L
-A----- -B----- -C----- -D----- -E----- -F----- e
1          1         Water      Pink          X            X            n
1          2         Soda Water  Pink          X            X            7
2          1         Water      Pink          X            X            8
=====
```

Use options shown above to change report format

475K Avail.

Figure 48. The Monitor Screen After Entering The Report Name

- e. Selecting Print Options. Directions to the printer can be dictated in two ways; using the options shown to you on the screen and by pressing the OPEN-APPLE and the "O" keys at the same time. We'll use the screen functions first.

(1) Altering category widths.

- (a) Press the RIGHT-ARROW key several times to move the cursor to the COLOR category.
- (b) Press and hold down the OPEN-APPLE key and while it is held down, press the RIGHT-ARROW key several times. Your screen will appear similar to the picture you see in Figure 49.

File: 0800695.005  
Report: ACIDS.BASES  
Selection: All records

REPORT FORMAT

Escape: Report Menu

```
=====
--> or <-- Move cursor          @-J Right justify this category
> @ < Switch category positions @-K Define a calculated category
--> @ <-- Change column width   @-N Change report name and/or title
@-A Arrange (sort) on this category @-O Printer options
@-D Delete this category          @-P Print the report
@-G Add/remove group totals       @-R Change record selection rules
@-I Insert a prev. deleted category @-T Add/remove category totals
=====
```

| TEAM NO | CHEMICAL NO | CHEMICAL NAM | COLOR AFTER IND ADD | BASIC   | ACIDIC  |
|---------|-------------|--------------|---------------------|---------|---------|
| -A----- | -B-----     | -C-----      | -D-----             | -E----- | -F----- |
| 1       | 1           | Water        | Pink                |         | X       |
| 1       | 2           | Soda Water   | Pink                |         | X       |
| 2       | 1           | Water        | Pink                |         | X       |

----- More --->  
Use options shown above to change report format 475K Avail.

Figure 49. The Monitor Screen Showing The Alteration Of The Color Category.

(2) Alphabetical and numerical arrangement of categories.

(a) Leaving the cursor on the COLOR field, press the OPEN-APPLE and the "A" keys at the same time (see Figure 50).

File: DB00695.005  
Report: ACIDS.BASES  
Selection: All records

ARRANGE (SORT)

Escape: Report Format

=====

This file will be arranged on  
this category: COLOR AFTER IND ADD

Arrangement order:

1. From A to Z
2. From Z to A
3. From 0 to 9
4. From 9 to 0

-----

Type number, or use arrows, then press Return

475K Avail.

Figure 50. The Monitor Screen Showing The Arrange Menu.

- (b) Press the DOWN-ARROW key until the, "From Z to A" option is highlighted.
- (c) Press the RETURN key once and then examine Figure 51.

File: DB00695.005  
Report: ACIDS.BASES  
Selection: All records

REPORT FORMAT

Escape: Report Menu

```
=====
--> or <-- Move cursor          @-J Right justify this category
> @ < Switch category positions @-K Define a calculated category
--> @ <-- Change column width   @-N Change report name and/or title
@-A Arrange (sort) on this category @-O Printer options
@-D Delete this category          @-P Print the report
@-G Add/remove group totals       @-R Change record selection rules
@-I Insert a prev. deleted category @-T Add/remove category totals
=====
```

| TEAM NO | CHEMICAL NO | CHEMICAL NAM | COLOR AFTER IND ADD | BASIC   | ACIDIC  |
|---------|-------------|--------------|---------------------|---------|---------|
| -A----- | -B-----     | -C-----      | -D-----             | -E----- | -F----- |
| 1       | 1           | Water        | Pink                |         | X       |
| 1       | 2           | Soda Water   | Pink                |         | X       |
| 2       | 1           | Water        | Pink                |         | X       |

----- More ---->  
Use options shown above to change report format 475K Avail.

Figure 51. The Rearranged Color Field.

(3) Delete a category.

- (a) Press the OPEN-APPLE and the "D" keys at the same time. Your screen now shows that the category on which the cursor was placed is now missing (see Figure 52).

File: DB00695.005  
Report: ACIDS.BASES  
Selection: All records

REPORT FORMAT

Escape: Report Menu

```
=====
--> or <-- Move cursor          @-J Right justify this category
> @ < Switch category positions @-K Define a calculated category
--> @ <-- Change column width   @-N Change report name and/or title
@-A Arrange (sort) on this category @-O Printer options
@-D Delete this category          @-P Print the report
@-G Add/remove group totals       @-R Change record selection rules
@-I Insert a prev. deleted category @-T Add/remove category totals
=====
```

| TEAM NO | CHEMICAL NO | CHEMICAL NAM | BASIC   | ACIDIC  | L |
|---------|-------------|--------------|---------|---------|---|
| -A----- | -B-----     | -C-----      | -D----- | -E----- | e |
| 1       | 1           | Water        |         | X       | n |
| 1       | 2           | Soda Water   |         | X       | 6 |
| 2       | 1           | Water        |         | X       | 5 |

-----  
Use options shown above to change report format

475K Avail.

Figure 52. The Monitor Screen Showing A Deleted Category.

(4) Insert a previously deleted category.

(a) Press the OPEN-APPLE and the "I" keys at the same time to start the insert process (see Figure 53).

---

File: DB00695.005  
Report: ACIDS.BASES  
Selection: All records

INSERT A CATEGORY

Escape: Report Format

=====

1. COLOR AFTER IND ADD

-----

Type number, or use arrows, then press Return

475K Avail.

---

Figure 53. The Monitor Screen After Beginning The Insert Process.

(b) Press the RETURN key once. The category has been  
reinserted (see Figure 54).

File: DB00695.005  
Report: ACIDS.BASES  
Selection: All records

REPORT FORMAT

Escape: Report Menu

```
=====
--> or <-- Move cursor          @-J Right justify this category
> @ < Switch category positions @-K Define a calculated category
--> @ <-- Change column width   @-N Change report name and/or title
@-A Arrange (sort) on this category @-O Printer options
@-D Delete this category          @-P Print the report
@-G Add/remove group totals       @-R Change record selection rules
@-I Insert a prev. deleted category @-T Add/remove category totals
=====
```

```
-----
TEAM NO      CHEMICAL NO  CHEMICAL NAM  COLOR AFTER  BASIC        ACIDIC        L
-A-----B-----C-----D-----E-----F-----e
1            1           Water        Pink         X             X             n
1            2           Soda Water   Pink         X             X             7
2            1           Water        Pink         X             X             8
-----
```

Use options shown above to change report format

475K Avail.

Figure 54. The File After The Category Has Been Reinserted.

(5) Setting rules by which records are selected for printing.

(a) Press the OPEN-APPLE and the "R" keys at the same time (see Figure 55).

File: DB00695.005  
Report: ACIDS.BASES  
Selection:

SELECT RECORDS

Escape: Report Format

- 
1. TEAM NO
  2. CHEMICAL NO
  3. CHEMICAL NAME
  4. COLOR AFTER IND ADD
  5. BASIC
  6. ACIDIC

---

Type number, or use arrows, then press Return

475K Avail.

---

Figure 55. The Monitor Screen After Selecting The Rule Selection Option.

- (b) Press the DOWN-ARROW key several times to highlight the COLOR category.
- (c) Press the RETURN key once (see Figure 56).

File: DB00695.005  
Report: ACIDS.BASES  
Selection: COLOR AFTER IND ADD

SELECT RECORDS

Escape: Report Format

- =====
1. equals
  2. is greater than
  3. is less than
  4. is not equal to
  5. is blank
  6. is not blank
  7. contains
  8. begins with
  9. ends with
  10. does not contain
  11. does not begin with
  12. does not end with

-----  
Type number, or use arrows, then press Return

475K Avail.

Figure 56. The COLOR Category Selected For The Rule Setting Process.

- (d) Press the DOWN-ARROW key several times to highlight the CONTAINS category.
- (e) Press the RETURN key once (see Figure 57).

---

File: DB00695.005

SELECT RECORDS

Escape: Report Format

Report: ACIDS.BASES

Selection: COLOR AFTER IND ADD contains

=====

-----  
Type comparison information:

475K Avail.

---

Figure 57. Contains Selected From The Comparison Options.

- (f) Type Pink (or whatever other word you would like, based upon the data base with which you are working). Figure 58 shows the monitor screen after completing this action.

File: DB00695.005  
Report: ACIDS.BASES

SELECT RECORDS

Escape: Erase entry

Selection: COLOR AFTER IND ADD contains

=====

-----  
Type comparison information: PINK

475K Avail.

-----  
Figure 58. The Monitor Screen After Inserting "Pink."

- (g) Press the RETURN key (see Figure 59). The screen now shows a complete selection at the top. If you desire to continue, follow the directions provided on the screen.

---

File: DB00695.005  
Report: ACIDS.BASES

SELECT RECORDS

Escape: Report Format

Selection: COLOR AFTER IND ADD contains PINK

- =====
1. and
  2. or

-----  
Type number, or use arrows, then press Return

475K Avail.

---

Figure 59. The Monitor Screen Showing One Complete Selection Rule.

(h) Press the ESC key once (see Figure 60).

File: DB00695.005  
Report: ACIDS.BASES

REPORT FORMAT

Escape: Report Menu

Selection: COLOR AFTER IND ADD contains PINK

```
=====
--> or <-- Move cursor          @-J Right justify this category
> @ < Switch category positions @-K Define a calculated category
--> @ <-- Change column width   @-N Change report name and/or title
@-A Arrange (sort) on this category @-O Printer options
@-D Delete this category          @-P Print the report
@-G Add/remove group totals      @-R Change record selection rules
@-I Insert a prev. deleted category @-T Add/remove category totals
=====
```

```
-----
TEAM NO      CHEMICAL NO  CHEMICAL NAM  COLOR AFTER  BASIC        ACIDIC        L
-A----- -B----- -C----- -D----- -E----- -F----- e
1           1         Water      Pink          X             n
1           2        Soda Water  Pink          X             7
2           1         Water      Pink          X             8
-----
```

Use options shown above to change report format

475K Avail.

Figure 60. The Monitor Screen After Escaping The Rule Selection Option.

(6) Selecting print options.

(a) Press the OPEN-APPLE and the "O" keys at the same time. Your screen now changes to look like Figure 61.

File: DB00695.005  
Report: ACIDS.BASES

PRINTER OPTIONS

Escape: Report Format

-----Left and right margins-----

PW: Platen Width 8.0 inches  
LM: Left Margin 0.0 inches  
RM: Right Margin 0.0 inches  
CI: Chars per Inch 10

-----Top and bottom margins-----

PL: Paper Length 11.0 inches  
TM: Top Margin 0.0 inches  
BM: Bottom Margin 2.0 inches  
LI: Lines per Inch 6

Line width 8.0 inches  
Char per line (est) 80

Printing length 9.0 inches  
Lines per page 54

-----Formatting options-----

SC: Send Special Codes to printer No  
PD: Print a Dash when an entry is blank No  
PH: Print report Header at top of each page Yes  
Single, Double or Triple Spacing (SS/DS/TS) SS

-----  
Type a two letter option code

475K Avail.

Figure 61. Print Option Menu.

(b) Type TS and then consult Figure 62.

File: DB00695.005  
Report: ACIDS.BASES

PRINTER OPTIONS

Escape: Erase entry

-----Left and right margins-----

PW: Platen Width 8.0 inches  
LM: Left Margin 0.0 inches  
RM: Right Margin 0.0 inches  
CI: Chars per Inch 10

-----Top and bottom margins-----

PL: Paper Length 11.0 inches  
TM: Top Margin 0.0 inches  
BM: Bottom Margin 2.0 inches  
LI: Lines per Inch 6

Line width 8.0 inches  
Char per line (est) 80

Printing length 9.0 inches  
Lines per page 54

-----Formatting options-----

SC: Send Special Codes to printer No  
PD: Print a Dash when an entry is blank No  
PH: Print report Header at top of each page Yes  
Single, Double or Triple Spacing (SS/DS/TS) SS

-----  
Type a two letter option code TS

475K Avail.

Figure 62. Monitor Screen Showing TS Typed.

- (c) Press the RETURN key once and then compare Figures 62 and 63. Note in Figure 63 that the SS seen in Figure 62 has changed to TS indicating that the file will be triple spaced when it is printed. Ant of the print options shown here is selected exactly as the spacing change was.

File: DB00695.005  
Report: ACIDS.BASES

PRINTER OPTIONS

Escape: Report Format

-----Left and right margins-----

PW: Platen Width 8.0 inches  
LM: Left Margin 0.0 inches  
RM: Right Margin 0.0 inches  
CI: Chars per Inch 10

-----Top and bottom margins-----

PL: Paper Length 11.0 inches  
TM: Top Margin 0.0 inches  
BM: Bottom Margin 2.0 inches  
LI: Lines per Inch 6

Line width 8.0 inches  
Char per line (est) 80

Printing length 9.0 inches  
Lines per page 54

-----Formatting options-----

SC: Send Special Codes to printer No  
PD: Print a Dash when an entry is blank No  
PH: Print report Header at top of each page Yes  
Single, Double or Triple Spacing (SS/DS/TS) TS

-----  
Type a two letter option code

475K Avail.

Figure 63. The Monitor Screen After TS has Been Entered.

(d) Press the ESC key once (see Figure 64).

File: DB00695.005  
Report: ACIDS.BASES

REPORT FORMAT

Escape: Report Menu

Selection: COLOR AFTER IND ADD contains PINK

```
=====
--> or <-- Move cursor          @-J Right justify this category
> @ < Switch category positions @-K Define a calculated category
--> @ <-- Change column width   @-N Change report name and/or title
@-A Arrange (sort) on this category @-O Printer options
@-D Delete this category          @-P Print the report
@-G Add/remove group totals      @-R Change record selection rules
@-I Insert a prev. deleted category @-T Add/remove category totals
=====
```

```
-----
TEAM NO      CHEMICAL NO  CHEMICAL NAM  COLOR AFTER  BASIC      ACIDIC      L
-A----- -B----- -C----- -D----- -E----- -F----- e
1          1         Water      Pink          X          X          n
1          2         Soda Water  Pink          X          X          7
2          1         Water      Pink          X          X          8
-----
```

Use options shown above to change report format

475K Avail.

Figure 64. The Monitor After Exiting The Print Options.

04. Printing.

- a. Press the OPEN-APPLE and the "P" keys at the same time and follow the directions provided on the screen (see Figure 65).

File: DB00695.005  
Report: ACIDS.BASES

PRINT THE REPORT

Escape: Report Format

Selection: COLOR AFTER IND ADD contains PINK

=====

Where do you want to print the report?

1. ImageWriter
2. EPSON
3. The screen
4. The clipboard (for the Word Processor)
5. The clipboard (for Mail Merge)
6. A text (ASCII) file on disk
7. A DIF (TM) file on disk

-----

Type number, or use arrows, then press Return

475K Avail.

Figure 65. The Monitor Screen Showing The Different Printer Options.

- b. If want an idea of what the file will look like when it is actually printed:
  - (1) Highlight the "Screen" option.
  - (2) Press the RETURN key and examine Figure 66, an example of a printed file under the selection rule and the print option used. For a more complete discussion of the Printer Options, consult the Labels Format discussion in step 02 above.

File: DB00695.005

Report: ACIDS.BASES

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Selection: COLOR AFTER IND ADD contains PINK

| TEAM NO | CHEMICAL NO | CHEMICAL NAM | COLOR AFTER | BASIC | ACIDIC |
|---------|-------------|--------------|-------------|-------|--------|
| 1       | 1           | Water        | Pink        |       | X      |
| 1       | 2           | Soda Water   | Pink        |       | X      |
| 2       | 1           | Water        | Pink        |       | X      |
| 2       | 2           | Soda Water   | Pink        |       | X      |
| 3       | 1           | Water        | Pink        |       | X      |

Press Space Bar to continue

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Figure 66. A Portion Of The File Printed To The Screen.